


To: The Honorable Mayor and Council Members

From: Alberto Destrade, Interim Purchasing Manager 

Date: October 27, 2015

RE: **A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE THIRD OPTION TO RENEW PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND DATA MANAGEMENT ASSOCIATES, INC., TO CONTINUE TO PROVIDE THE CITY WITH COMMERCIAL AND RESIDENTIAL METER READING SERVICES AND OTHER RELATED FIELD SERVICES FOR ONE (1) ADDITIONAL AND FINAL YEAR, AT A COST NOT TO EXCEED THREE HUNDRED THOUSAND DOLLARS (\$300,000.00), IN ACCORDANCE WITH THE CITY OF NORTH MIAMI REQUEST FOR PROPOSAL #66-10-11, METER READING AND OTHER FIELD SERVICES (REBID); PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

RECOMMENDATION

Staff is requesting that the Mayor and Council authorize the Interim City Manager to exercise the third year renewal option of the professional services agreement with Data Management Associates, Inc. (DMS), to provide the City of North Miami (City) with continuing commercial and residential meter reading services and other related field services, at an amount not to exceed \$300,000.

BACKGROUND

On September 15, 2011, the City issued Request For Proposals No. 66-10-11 and subsequently received responses from two companies. Following an evaluation committee's review of each firm and their proposals, DMS was selected as the highest ranked firm and recommended for award by City Council.

On October 25, 2011, the City Council passed and adopted Resolution Number 2011-140, awarding an initial two-year contract to DMS, with the option to renew for three (3) additional one-year terms.

Since then, DMS has provided the City with meter reading services and other related field services, including service connection/disconnection, customer education as requested, verifying meter numbers and service address throughout the City.

This renewal represents the third and final option year allowable under the current contract for this firm.

FUNDING SOURCE

The funding source for this renewal has been allocated from the City's finance department.

ATTACHMENT(S)

Resolution No. 2011-140
Contract Award Summary Sheet – Data Management Services

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE THIRD OPTION TO RENEW PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTH MIAMI AND DATA MANAGEMENT ASSOCIATES, INC., TO CONTINUE TO PROVIDE THE CITY WITH COMMERCIAL AND RESIDENTIAL METER READING SERVICES AND OTHER RELATED FIELD SERVICES FOR ONE (1) ADDITIONAL AND FINAL YEAR, AT A COST NOT TO EXCEED THREE HUNDRED THOUSAND DOLLARS (\$300,000.00), IN ACCORDANCE WITH THE CITY OF NORTH MIAMI REQUEST FOR PROPOSAL #66-10-11, METER READING AND OTHER FIELD SERVICES (REBID); PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, on October 25, 2011, the Mayor and City Council of the City of North Miami ("City") passed and adopted Resolution Number 2011-140, approving the selection of Data Management Associates, Inc., ("Contractor"), to provide the City with commercial and residential meter reading services and other related field services such as: service connections, service disconnections, meter reading verifications, customer education, verification of meter numbers, and verification of services addresses (collectively referred to herein as "Services"); and

WHEREAS, on November 7, 2011, the City entered into a Professional Services Agreement with Contractor for the provision of Services ("Agreement"), in accordance with the terms, conditions and specifications contained in the City's *Request for Proposal #66-10-11 Meter Reading and Other Field Services (Rebid)* ("RFP"); and

WHEREAS, upon completion of the initial term, the City was allowed to exercise up to three (3) options to renew the Agreement on a year-by-year basis, under the same terms and conditions of the Agreement; and

WHEREAS, the City administration desires to exercise the third of three (3) options to renew the Agreement in order to maintain and extend, without interruption, the required Services for one (1) additional and final year ("Third Option"); and

WHEREAS, the term of the Third Option is the period commencing November 1, 2015 through October 31, 2016; and

WHEREAS, the Mayor and City Council find that the execution of the Third Option to Renew Professional Services Agreement, at a cost not to exceed Three Hundred Thousand Dollars (\$300,000.00) for one year, is in the best interest of the City.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. **Authority of Interim City Manager.** The Mayor and City Council of the City of North Miami, Florida, hereby authorize the Interim City Manager to execute the Third Option to Renew Professional Services Agreement between the City of North Miami and Data Management Associates, Inc., to continue to provide the City with commercial and residential meter reading services and other related field services for one (1) additional and final year, at a cost not to exceed Three Hundred Thousand Dollars (\$300,000.00), in accordance with the City of North Miami *Request for Proposal #66-10-11, Meter Reading and Other Field Services (Rebid)*.

Section 2. **Effective Date.** This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Mayor and City Council of the City of North Miami, Florida, this ____ day of _____, 2015.

DR. SMITH JOSEPH
MAYOR

ATTEST:

MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ROLAND C. GALDOS, ESQ.
INTERIM CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Mayor Smith Joseph, D.O., Pharm. D.

Vice Mayor Carol Keys, Esq.

Councilman Scott Galvin

Councilman Philippe Bien-Aime

Councilman Alix Desulme

_____ (Yes) _____ (No)

_____ (Yes) _____ (No)

_____ (Yes) _____ (No)

_____ (Yes) _____ (No)

_____ (Yes) _____ (No)

RESOLUTION NO. R-2011-140

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, APPROVING THE SELECTION OF DATA MANAGEMENT ASSOCIATES, INC., AS CONTRACTOR FOR THE PROVISION OF METER READING AND OTHER SERVICES, AT A COST NOT TO EXCEED FIVE HUNDRED NINETY-FIVE THOUSAND TWENTY DOLLARS AND NO CENTS (\$595,020.00) FOR AN INITIAL TWO-YEAR TERM, IN ACCORDANCE WITH THE CITY OF NORTH MIAMI REQUEST FOR PROPOSAL #66-10-11, METER READING AND OTHER FIELD SERVICES (REBID); AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR THE PROVISION OF STATED SERVICES; PROVIDING FOR AN EFFECTIVE DATE AND ALL OTHER PURPOSES.

WHEREAS, on September 15, 2011, the City of North Miami ("City") advertised *Request for Proposal #66-10-11 Meter Reading and Other Field Services (Rebid)* ("RFP"), to provide the City with commercial and residential meter reading services and other field services such as: service connections, service disconnections, meter reading verifications, customer education, verification of meter numbers, and verification of services addresses ("Services"); and

WHEREAS, Data Management Associates, Inc., ("Contractor"), responded to the RFP and subsequently evaluated by the City's evaluation committee as the highest ranked proposer whose qualifications, references and service rate demonstrated to be the most advantageous to the City; and

WHEREAS, the Contractor has expressed its capability, expertise and willingness to perform the Services pursuant to the terms, conditions, requirements and specifications contained in the RFP; and

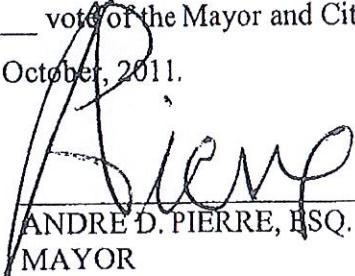
WHEREAS, the Mayor and City Council have determined that it is in the City's best interests to approve the selection of Contractor and authorize the City Manager to negotiate and execute an agreement for Services, with an initial two-year term at a cost not to exceed Five Hundred Ninety-Five Thousand Twenty Dollars and No Cents (\$595,020.00).

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. Authority of City Manager. The Mayor and City Council of the City of North Miami, Florida, hereby approve the selection of Data Management Associates, Inc., as contractor for the provision of meter reading and other services, at a cost not to exceed Five Hundred Ninety-Five Thousand Twenty Dollars and No Cents (\$595,020.00) for an initial two-year term, in accordance with the City of North Miami Request for Proposal #66-10-11, Meter Reading and Other Field Services (Rebid); and authorizing the City Manager to negotiate and execute an agreement for the provision of stated services.

Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.


PASSED AND ADOPTED by a 4-0 vote of the Mayor and City Council of the City of North Miami, Florida, this 25 day of October, 2011.


ANDRE D. PIERRE, ESQ.
MAYOR

ATTEST:


MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:


V. LYNN WHITFIELD
CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: Councilman Blynn

Seconded by: Vice Mayor Steril

Vote:

| | | | | |
|--------------------------------------|---------------|-------|---------------|-----------|
| Mayor Andre D. Pierre, Esq. | <u> X </u> | (Yes) | <u> </u> | (No) |
| Vice Mayor Marie Erlande Steril | <u> X </u> | (Yes) | <u> </u> | (No) |
| Councilperson Michael R. Blynn, Esq. | <u> X </u> | (Yes) | <u> </u> | (No) |
| Councilperson Scott Galvin | <u> </u> | (Yes) | <u> </u> | (No) Away |
| Councilperson Jean R. Marcellus | <u> X </u> | (Yes) | <u> </u> | (No) |



**CITY OF NORTH MIAMI
CONTRACT AWARD / SUMMARY SHEET**

| | | | |
|--------------------------|--------------|---------------------------|-----|
| Contract No: | 66-10-11 RFP | Piggy-Back: | N/A |
| Contract Eden No: | 000366 | Municipality Name: | N/A |
| User Department: | Finance | Contact Person: | |

| | | | |
|------------------------------|--|------------|----------------------------------|
| Contract Title: | Meter Reading and other Field Services | | |
| Contract Term: | Two (2) Years | | |
| Options To Renew: | Three (3) – One (1) Year Renewal Options | | |
| Total Contract Value: | \$595,020.00 | | |
| Approved by Council: | Date: | 10/25/2011 | Resolution No. R-2011-140 |

| | | | |
|-------------------------|--------------------|----------------------------------|--------------------------------|
| Vendors Awarded: | Name: | Data Management Associates, Inc. | |
| | Address: | 824 W. Indiantown Road | |
| | City/State: | Jupiter, FL 33458 | |
| | Contact: | Lisa Chinloy | |
| | Email: | lisachinloy@yahoo.com | |
| | Phone No: | (561) 278-0098 | |
| | Fax No.: | (561) 278-5803 | |
| | FEID No: | 65-0465342 | EDEN Vendor No: 0002979 |

Local Vendor: Yes ☐ No ☒

Insurance Required: Yes ☒ No ☐

| Contract Year | Start Date | End Date | Amount not to Exceed | Option Year Exercised | Insurance Expiration |
|----------------------|-------------------|-----------------|-----------------------------|------------------------------|-----------------------------|
| Initial Term | 11/01/2011 | 10/31/2013 | \$595,020.00 | N/A | |
| Option Year 1 | 11/01/2013 | 10/31/2014 | \$300,000.00 | Y | |
| Option Year 2 | 11/01/2014 | 10/31/2015 | \$300,000.00 | Y | |
| Option Year 3 | 11/01/2015 | 10/31/2016 | \$300,000.00 | Y | |

776 NE 125 Street | North Miami | Florida | 33161 305.893.6511

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